



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 04-39

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**RE-ISSUE**

**MILITARY LEAVE FOR TECHNICIANS ON  
LEAVE WITHOUT PAY – UNIFORMED SERVICES  
(LWOP-US)**

1. **This TAAI supercedes all other TAAI's on this subject.**
2. Based on Comptroller General decisions and Office of Personnel Management (OPM) guidance, employees on long term military duty that spans a fiscal year are eligible for the use of military leave at the beginning of a new fiscal year. Under the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), a National Guard technician who elects Leave Without Pay (LWOP-US) to perform a Title 10 or Title 32 active duty tour accrues 15 days (120 hours) of military leave each fiscal year. Technicians in LWOP-US status may elect to use accrued military leave at any time during the fiscal year (01 October thru 30 September).
3. Military Leave is charged only for hours that the technician would have otherwise worked and received technician pay. There is no charge to military leave for weekends or other non-workdays. Technicians on LWOP-US who wish to use their accrued military leave may contact their technician remote designee, supervisor, or timekeeper to request use of military leave. Technicians must provide the specific dates that military leave is to be coded on their technician Time and Attendance Report (T&A).
4. In the past, technicians on LWOP-US were in an "inactive status" and it was necessary to send a request for personnel action (Return to Duty) to the Directorate for Human Resources to use military leave. Technicians on LWOP-US now remain in an "active status" in payroll and a personnel action is no longer needed. The payment of military leave is strictly a payroll issue.
5. Questions may be directed to Nancy Hamilton, Human Resources Specialist, at CAGNET 63411, DSN 466-3411 or (916) 854-3411.

FOR THE ADJUTANT GENERAL:

  
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